Permit #F00158888

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00158888 **Type of Permit:** FILMING **Release Date:** 11/15/2019

Production Company	AMERICAN FILM INSTITUTE
Insured Company Name	AMERICAN FILM INSTITUTE
Contact Phone No. 1	323-856-7600
Contact Phone No. 2	
Fax	323-467-4578
Address	2021 N WESTERN AVE LOS ANGELES, California 90027
Production Title	THE LAST STEP
Type of Production	Student

Producer	Xue Hou
Director	Paul Cadenhead
1st AD	Daniel Egbert
Production Manager	Sara Park
FilmL.A. Coordinator	Angel Miranda
Location Manager	Xue Hou
Primary Phone	Mobile - 3475510059
Secondary Phone	
Location Assistant	Xue Hou
Primary Phone	Mobile - 3475510059
Secondary Phone	

Fees

FILMLA NON-REFUNDABLE STUDENT PERMIT FEE SIMPLE	$26.00
LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$304.00
LA CITY DEPT OF REC AND PARKS MONITOR REPORTING FEE	$76.00

Total Permit Fee $406.00

Number of Locations 1

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Summary Information — Location

Permit Number F00158888
Production Company AMERICAN FILM INSTITUTE
Insured Company AMERICAN FILM INSTITUTE
Production Title THE LAST STEP

Location Manager Xue Hou
Primary Phone Mobile - 3475510059
Secondary Phone

Location Address 3200 Canyon Dr, Los Angeles, CA, 90068

Location Type Park

Location Description BRONSON CANYON PARK

Film Dates 11/16/2019 - 11/16/2019 05:00 - 13:00 1 day

Open or Closed to the Public Open

Generic Conditions **THE CONSUMPTION OF ALCOHOLIC BEVERAGES AND THE USE OF DRUGS, INCLUDING MARIJUANA, ON LOCATION BY ANY CAST, CREW, OR INVITED GUESTS IS STRICTLY PROHIBITED.**
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions. Note: No smoking in City Parks unless guided by the Rec & Park Film Office Monitor or assigned Uniformed Fire Safety Officer in designated areas
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets

Please see attached documents AFI-LAST STEP-STUDENT LETTER.pdf
F158888 Guidelines.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	6
Cube Trucks	1

Personnel on Location

Type	Quantity
Cast	2
Crew	8
Rec & Park Monitor required	1

Filming Activities Camera on sticks; Handheld equipment; Exterior dialogue and establishing shots; Camera, equipment and film activities on city park property only – no public sidewalk and/or street activities;

Jurisdiction **Political:** Los Angeles City - Council District 04 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Thomas Guide **Page:** 593 **Grid:** G1

Approvals
LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE — Christina Woods
LOS ANGELES CITY POLICE DEPARTMENT — Gabriel Aleman

Coordinator Note RAPG REF: 67223.

Coordinator Note ONE REC AND PARK MONITOR REQUIRED:
11/16, 05:00 - 13:00 HOURS.

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Filming Location

Parking Notes
BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

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AFI CONSERVATORY

October 29, 2019

To Whom It May Concern:

Re: **Xue Hou (producer), Steven Mangurten (cinematographer), & Kato Lawton (production designer)**
"The Last Step"
Shoot Date(s): 11/16/2019 to 11/18/2019

This letter is to introduce the above named individuals who are currently enrolled as First Year Fellows at the American Film Institute Conservatory.

The American Film Institute is a non-profit educational organization dedicated to advancing and preserving the art of the moving image in the United States. The AFI Conservatory, a branch of the institute, is an accredited graduate institution offering the Master of Fine Arts degree.

The above named Fellows are engaged in filming a required class project. The First Year productions of the AFI Conservatory are exercises for educational purposes only, and are not exhibited for commercial purposes. The American Film Institute is the owner of and provides all necessary insurance for the projects.

The American Film Institute is a non-profit educational organization, which has tax exempt status under section 501 (c) (3) of the Internal Revenue Code of 1954, federal identification number 52-6072925.

AFI would be grateful for any cooperation and assistance that can be provided to these individuals in connection with the production of this required exercise. Should you require any further information, please contact me at the number listed below.

Best regards,

Asia Coleman
Production Services, AFI Conservatory
Tel. 323.856.7644

Note: Please be advised that no Fellow may incur a financial or legal obligation in the name of nor act as an agent for the American Film Institute. Any such arrangements must be made directly with the individual Fellow as the personally responsible party.

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AFI Conservatory
American Film Institute
2021 North Western Avenue
Los Angeles, CA 90027
323.856.7600 Phone
323.856.7778 Fax
www.AFI.edu

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

BRONSON CAVES

- **Ok to film at Bronson Caves and the trail leading to the caves on 11/16/2019 (see plot plan).**
- **Ok to park 6 crew cars and 1 truck up top along one side of the road adjacent to the Caves.**
- **Not approved to park in the lower parking lot.**
- **Students will receive a monitor that will open the gate, let all production in and lock the gate to proceed with students to caves for the film shoot.**
- **Must not exceed 10 people on-site for weekend filming.**
- **THERE WILL BE NO IN/OUTS ACCESS THROUGH THE GATE WHILE FILMING TIMES.**
- **NO on-site Catering.**
- **NO generator allowed on site without LAFD approval.**
- **NO blocking or restricting access into the caves.**
- **Not approved to have a drone or animal on-site.**
- **Ok to use handheld equipment and a tripod.**
- **Ok to film exterior dialogue with a standard 2-minutes IPC.**
- **Not approved to alter the landscape.**
- **Pyrotechnics, explosions, stunts and special effects may be considered on a case-by-case basis for exterior use only and requires approval by LAFD and the Park Film Office. Any special effects that may cause damage to the interior/exterior of cave integrity are not permitted.**
- **Introduction of large trucks that may have the potential to disturb the rock formations by vibration, weight, or otherwise must be discussed with park personnel for consideration.**
- **Bolting, drilling or nailing into the cave walls is not permitted. Existing bolts, nails and holes may not be used for mounting props or otherwise.**
- **Altering of chaparral vegetation may be considered at park's discretion, please inquire.**
- **Climbing or use of ropes (or similar) on rock face above caves is prohibited due to shifting. No Exceptions.**
- **Open flame cooking must be cleared with on-site Fire personnel in conjunction with park monitor.**
- **Company is responsible for clean-up and off-site disposal of all self generated trash, which may include trash along the dirt road and hillsides.**
- **Company must provide restroom facility from beginning to end of the reservation period.**
- **Large trucks may not enter/exit park between the hours of 10pm-7am, including catering trucks. NO EXCEPTIONS.**

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- **All vehicles must be parked in lower dirt parking lot or at caves (limited).**
- **All vehicles must remain at least 5 feet away from existing chaparral. No street parking.**
- **Must leave at least 10 parking spaces in southern part of lower dirt parking lot available for park patron use. Additional parking restrictions may apply, inquire with park coordinator.**
- **Due to the area being a mountain fire district, "Red Flag" days will be designated as necessary by LAFD which may impose more infringing fire safety guidelines. Inquire with Fire Department.**
- **Any pre-approved changes or accidental damages must be promptly restored to original or better conditions.**
- **All interior cave set dressing and props must be free standing.**
- **No attaching to interior/exterior cave walls.**
- **No simulated sex allowed on Park property.**
- **No nudity allowed on Park property.**
- **Film permits do not provide exclusive use of a park or recreation area.**
- **No staking or digging allowed.**
- **Generator and all vehicles must be 75ft away from the caves.**
- **Company must post security at the gate leading up to the caves and a guard at the main gate at Sunset when the park closes.**
- **Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.**
- **Film permits do not provide exclusive use of a park or recreation area.**
- **Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.**
- **A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.**
- **Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.**
- **Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.**
- **Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.**
- **A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact**

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their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.

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- Smoking: No Smoking unless in designated area
- No smoking on trails.
- Fire extinguisher required for generators on site.
- **Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.**
- **A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.**

F-158888
AMERICAN FILM INSTITUTE – THE LAST STEP
(BRONSON CAVES)

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